
U.S. FOOD AND DRUG ADMINISTRATION VACANCY ANNOUNCEMENT

FDA IS SMOKE-FREE

Announcement Number: FDA-0-4003

Opening Date: October 15, 1999

Closing Date: December 7, 1999

Position Title/Series /Grade: Veterinary Medical Officer, GS-701-11/12/13

Promotion Potential: GS-13

Organization/Location: Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of Surveillance and Compliance, Division of Surveillance, Rockville, MD
Metro Park North II

Salary Range: GS-11 - \$40,714 - \$52,927

GS-12 - \$48,796 - \$63,436

GS-13 - \$58,027 - \$75,433

Relocation Expenses: Relocation expenses will not be paid.

Area of Consideration: Government-Wide
(THIS POSITION IS OPEN TO STATUS CANDIDATES ONLY)

Bargaining Unit Status: This is a bargaining unit position.

Type of Appointment: Career/Career Conditional

Condition of Employment: Certain positions within FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek information during the interview process before accepting such a position.

Citizenship: Applicants must be citizens of the United States.

DESCRIPTION OF WORK: This position is located in the Division of Surveillance, Office of Surveillance and Compliance, in the Center for Veterinary Medicine. The incumbent of this position serves as Veterinary Medical Officer with responsibility for the analysis and interpretation of data, scientific and regulatory activities intended to ensure the safety and effectiveness of marketed animal drugs, feeds, devices, and other articles. Incumbent will protect the public health through effective nationwide enforcement of the Federal Food, Drug, and Comestic Act and attendant regulations. **Specific duties include:**

- Makes full and comprehensive reviews of periodic drug experience reports submitted by the sponsors of approved new animal drug applications under the provisions of 21 CFR 510.00, and 510.301.
- Recommend actions to correct significant hazards or potential dangers from inadequate directions for use and/or inadequate warnings and cautionary information.
- Obtains and evaluates reports of adverse drug reactions and reviews consumer and veterinary practitioner complaints and reports.
- Requests and reviews regulatory supplement to new animal drug applications and makes appropriate recommendations.
- Conducts continuing surveillance including evaluation of clinical experience and promotional material.
- Advises the Team Leader in connection with the formulation of policy marketed veterinary products which should be investigated to determine the accuracy of therapeutic representations, margin of safety of dosing, course of treatment with all requirements of the Act.
- Renders opinions as to the accuracy of scientific claims in labeling and advertisements of products coming under postal regulations.
- Provides consulting opinions/reviews to the Office of New Animal Drug Evaluation.

QUALIFICATION REQUIREMENTS: The position has a minimum education requirement; therefore, all candidates who are changing occupations/series must submit either a college transcript or list of courses, including titles, credit hours, and grades documenting relevant courses to be considered for the position.

VETERINARY MEDICAL OFFICER, GS-701

Applicants must possess a degree of Doctor of Veterinary Medicine or equivalent degree at a school approved or accredited by (a) the American Veterinary Medical Association (AVMA), (b) a State department of education, or (c) a State Board of Veterinary Medical Examiners.

Graduates of foreign veterinary medical schools who do not meet the requirements specified above must furnish proof of (a) graduation from a veterinary medical school, (b) comprehension of and ability to communicate in the English language, and (c) passage of the written examination in veterinary medicine of the Educational Commission for Foreign Veterinary Graduates of the U.S. National Board of Veterinary Medical Examiners. Proof of English language proficiency may be met by (1) achieving a total score on the Test of English as a Foreign Language at least 550 with a listening comprehension score of at least 60 points, (2) earning an advanced degree (i.e., an MS or Ph.D.) at a U.S. college or university, or (3) graduating from a U.S. or Canadian English speaking high school. The following are exceptions to these requirements:

- Veterinarians who qualified between 1965 and 1972, who hold certificates under the program of the Educational Commission for Foreign Graduates.
- Veterinarians who are graduates of foreign veterinary colleges that were included on the September 1, 1963, list entitled, "Foreign Veterinary Colleges Evaluated by the Council on Education, American Veterinary Medical Association, and who entered the United States or Canada and qualified as eligible for private practice or Federal employment on or before December 31, 1972.

SPECIALIZED EXPERIENCE is experience, which is in or directly related to the field of the position to be filled, such as evaluating data to determine product safety and/or efficiency.

Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level. Candidates must meet all the qualification requirements, including the time in grade, within 30 days after the closing date.

METHOD OF EVALUATION AND BASIS OF RATING Candidates found basically qualified will be evaluated on the extent and quality of experience, education, training, awards, etc. as shown on the application. In addition to data obtained from the attached knowledge skills and abilities (KSA's). No written test is required.

1. *Ability to analyze regulated products for safe and efficacious conditions of use.*
2. *Ability to evaluate scientific data and to make appropriate recommendations.*
3. *Ability to use word processing software applications.*
4. *Ability to identify and use information necessary to support regulatory actions.*
5. *Ability to meet and deal.*
6. *Ability to communicate in writing.*

It is strongly recommended that applicants address the knowledge, skills and abilities statements in detail.

HOW TO APPLY:

Candidates may submit one of the following: an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application must include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and
5. a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location, and date of educational institutions attended.
7. Type of degree, if any, and date received.
8. Major field of study.
9. List of relevant training including, course titles, dates, and number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.
11. Clearly identify U.S. Citizenship (Proof required prior to employment).

PROOF OF EDUCATION: Candidates may submit a College transcript (official or unofficial) or, if not available, a list of college courses and Certificate of scholastic achievement. List should include a course description of any course(s) not readily identifiable by title, number of semester hours and grade.

Qualifying education gained at colleges and universities in foreign countries must be evaluated in terms of its equivalency to that acquired in American colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation. A letter containing the results **MUST** accompany the application package.

CREDIT FOR EDUCATION: When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in this announcement.

SUPPLEMENTAL QUALIFICATIONS STATEMENT (enclosed with this announcement). It is strongly recommended that each applicant address the knowledge, skill, and ability statements in detail.

- ☒ Written response to the knowledge, skills and abilities
- ☐ If claiming veteran's preference, attach a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
- ☐ College transcripts or list of courses, including title, credit hours and grade for each course if qualifying on education and/or changing occupational series;
- ☒ Current federal employees must submit most recent performance appraisal/evaluation
- ☒ Current and former federal employees must submit a copy of their most recent SF-50, Notification of Personnel Action
- ☒ Application Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive priority selection under the ICTAP.

To be eligible for the special selection priority, you must meet all of the following:

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;

- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the periods established on the announcement and meet all the application and eligibility criteria;
- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.

"Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSA's) to succeed in the position being filled. **Under delegated examining procedures**, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

Veterans Preference for Federal Jobs: CE -101

If you served on active duty in the United States Military and received an honorable or general discharge, you may be eligible for veteran's preference. Service starting after October 15, 1976 requires a Campaign Badge, or Expeditionary Medal or Service connected disability requirements. For information about eligibility requirements, call 912-757-3000. To claim veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

-If claiming 5 point veteran's preference, list the dates (month, day, year) and branch of any active duty served.

-If you claim 10 point veteran's preference attached an SF-15, **Application for 10 Point Veteran's Preference**, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 10, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at www.opm.gov.

All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age or any other nonmerit factor.

Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.

WHERE TO OBTAIN FORMS

Office of Personnel Management web site at <http://www.usajobs.opm.gov>.

WHERE TO SEND FORMS:

ADDRESS: Food and Drug Administration
Center for Veterinary Medicine
Attn: Ms. Vernelle M. Dewberry
Metro Park North II, Room N462
7500 Standish Place
Rockville, MD 20855
(301) 827-7319

Additional forms and information may be obtained from the address above or by calling Vernelle M. Dewberry (301) 594-0195 (Voice/TTY) or the FDA Job line (301) 443-1969.

FDA vacancy announcements are available by calling our FaxBack number at (301) 827-4287.

Applications received become the property of the Center for Veterinary Medicine (CVM) and will not be returned.

The use of government postage-paid envelopes or government officially metered envelopes in filing job applications is a violation of federal laws and regulations. Applications submitted in postage paid Government envelopes will not be accepted.

All applications material must be postmarked or received by the closing date of this announcement.